**MUHAMMED**

**Accountant**

*To work in a firm with a professional work driven environment where i can utilize and apply my knowledge and skills which enable me as an experienced candidate to grow while fulfilling organization goals.*

**Education**

From Aug. 2013 to July 2016

From Mar. 2010 to Mar. 2012

**B.com with Computer Application** /Indiragandhi Instituteof Science and Technology Kerala, India

**Matriculation Certificate** /E.K. Nayanar Smaraka Govt.

HSS Vengad Kerala, India

Email: muhammed-397049@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**Core Competence**

**Financial Reporting**

**Work experience**

**Budgeting & Forecasting**

From Aug. 2018 to Nov. 2019

**Accountant** /Trading Company inKerala

**Job Responsibilities**

**·**Prepared, analyzed,& reviewed monthly financialstatements

**·**Reviewed the general ledger and identified andresolved issues

**·**Coded daily sales report and checks to appropriategeneral ledger account

**·**Reconciled bank statements

**·**Created and worked with spread sheets having largegroups of financial data

**·**Managed online banking and account reconciliations·Posted to general ledger, performed account analysis, and managed financial statements and management reports.

·Prepare monthly and quarterly financials for up to 15 grocery stores

**·**Prepare closing entries, property tax statements, andfixed asset schedules**·**Prepares asset, liability, and capital account entries by compiling and analyzing account information.

·Documents financial transactions by entering account information.

**·**Recommends financial actions by analyzing accountingoptions.

**·**Substantiates financial transactions by auditingdocuments.

**Management Reporting**

**Internal Audit**

**Technical Skills**

**MS Oﬃce**

**tally ERP**

**Maxsell**

**Languages**

**English**

**Malayalam**

**Tamil**

**Hindi**

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**Work experience**

|  |  |  |
| --- | --- | --- |
| From Feb. | **Junior Accountant** /Credence associates , Tax & |  |
| Corporate Consultants Bengaluru, India |  |
| 2018 to July |  |
| 2018 |  |  |  |  |
|  |  | **Job Responsibilities** |  |  |

·Prepare tax payments

·Estimate and track tax returns

·Complete quarterly and annual tax reports

·Organize and update the company’s tax database

·Recommend tax strategies that align with business

goals

·Prepare necessary paperwork for tax payments and returns

·Share financial data with the accounting department ·Identify tax savings and suggest ways to increase profits

·Follow industry trends and track changes related to taxes

·Liaise with internal and external auditors ·Forecast tax predictions to senior managers

**Declaration**

I hereby declare that all the details furnished above are true and correct to the best of my knowledge and belief.

**Muhammad**

Date-

Place-

**Conference and Seminars Attended**

1. **A Study on International Business and its Scope**

**The Western India Plywood Ltd** Kerala- 2016

1. **New Age Entrepreneurs- A study on assessment of Entrepreneurial Skills among Students**

Kerala University - 2014

**Academic Research**

1. **A Study of Operating Cost Management In The Western India Plywoods Ltd.**

To identify the costs data with respect to Operating Costing

To analyze the cost flexibility in each year

To examine the monetary and non-monetary cost and its implication

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